

Comparisons of Job Characteristics

Focus Occupation: Administrative Services Managers (11-3011)

Associated Occupation: Lodging Managers (11-9081)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 90

Focus Occupation: Administrative Services Managers (11-3011)

Associated Occupation: Lodging Managers (11-9081)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Customer and Personal Service	11.3	17.5	17.5	0	Current knowledge level may be sufficient
Administration and Management	8.4	16.5	13.5	<	Expanded education and/or training may be required
Clerical	7.3	14.6	19.0	>>	Current knowledge level is likely more than sufficient
Sales and Marketing	5.2	14.3	8.8	<<	Extensive education and/or training may be required
Personnel and Human Resources	5.6	13.3	12.7	0	Current knowledge level may be sufficient
Economics and Accounting	4.4	10.6	12.3	>	Current knowledge level is likely sufficient
Geography	3.9	9.0	2.7	<<	Extensive education and/or training may be required
Telecommunications	3.9	7.6	5.6	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 92

Focus Occupation: Administrative Services Managers (11-3011)

Associated Occupation: Lodging Managers (11-9081)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Monitoring	9.9	14.2	10.1	<<	Extensive development of skills in this area may be required
Coordination	9.1	14.1	12.2	<	A higher skill level may be required

Management of Personnel Resources	6.9	13.7	10.5	<<	Extensive development of skills in this area may be required
Service Orientation	7.9	13.6	9.8	<<	Extensive development of skills in this area may be required
Time Management	8.9	13.3	11.5	<	A higher skill level may be required
Negotiation	6.8	11.8	10.6	<	A higher skill level may be required
Persuasion	7.4	11.8	8.8	<<	Extensive development of skills in this area may be required
Management of Financial Resources	3.3	11.7	6.9	<<	Extensive development of skills in this area may be required
Systems Evaluation	6.4	11.4	7.7	<<	Extensive development of skills in this area may be required
Management of Material Resources	3.7	11.2	7.3	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 96			
Focus Occupation: Administrative Services Managers (11-3011) Associated Occupation: Lodging Managers (11-9081)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Speech Recognition	9.9	14.0	10.8	<<	Extensive improvement in abilities may be required
Problem Sensitivity	11.1	13.4	11.2	<	Some improvement in abilities may be required
Written Expression	9.8	13.2	13.3	0	Current ability level may be sufficient
Fluency of Ideas	7.6	11.2	7.9	<<	Extensive improvement in abilities may be required
Mathematical Reasoning	6.3	10.7	6.9	<<	Extensive improvement in abilities may be required
Originality	7.6	10.5	7.9	<<	Extensive improvement in abilities may be required
Flexibility of Closure	7.8	10.0	6.4	<<	Extensive improvement in abilities may be required
Speed of Closure	5.9	8.7	6.0	<<	Extensive improvement in abilities may be required
Time Sharing	6.6	8.3	7.4	<	Some improvement in abilities may be required
Memorization	5.6	7.5	6.4	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common	Similarity of Focus Occupation to Associated Occupation: 77
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Focus Occupation: Administrative Services Managers (11-3011)
Associated Occupation: Lodging Managers (11-9081)

Work Activities	Exclusivity of Activity
Analyze operational or management reports or records	62
Assign work to staff or employees	30
Conduct or attend staff meetings	47
Direct and coordinate activities of workers or staff	3
Hire, discharge, transfer, or promote workers	47
Interview job applicants	69
Maintain records, reports, or files	5
Monitor operations to verify conformance to standards	87
Order or purchase supplies, materials, or equipment	35
Schedule employee work hours	60

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 79

Focus Occupation: Administrative Services Managers (11-3011)
Associated Occupation: Lodging Managers (11-9081)

Tools and Technologies	Exclusivity
Calculating machines and accessories	3
Computers	1
Content authoring and editing software	1
Data management and query software	1
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Personal communication devices	2

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.